

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Code Enforcement Technician

BAND	GRADE	
NE	618	
DEPARTMENT: Development Services	ACCOUNTABLE TO: Code Enforcement Lead	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for performing code enforcement activities. Duties include: providing information to the public; performing field work such as inspections; issuing citations and maintaining code enforcement records and reports; preparing and giving presentations to City Council and various community organizations; and, represents department in mediation hearings and court proceedings.		
DISTINGUISHING CHARACTERISTICS: The Code Enforcement Technician is the first level of a two level code enforcement series. The Code Enforcement Technician is distinguished from the Lead in that the Lead is responsible for coordination of work activities and provides direction to Technicians.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Provides information to the public to include explaining City codes.	Daily	
2.	Maintains project records and prepares project reports.	Daily	
3.	Coordinates mediation/enforcement actions; represents the department in mediation hearings or court proceedings for code enforcement related cases.	Monthly	
4.	Assists the public and staff in finding solutions to routine code enforcement problems.	Weekly	
5.	Performs field inspections and processes violation complaints.	Daily	
6.	Provides support to the general public and other City staff.	Monthly	

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7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Enforcement principles of local Codes;
- City codes and regulations.

Skills (position requirements at entry):

Skill in:

- Organizing data and conducting research;
- Applying and enforcing codes;
- Preparing written reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High school diploma or General Equivalency Diploma (G.E.D.) and two years of experience in a related field, including experience working with the public; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

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Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to extreme temperatures and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (BEO)

Date: 05/98

Rev: 05/01 (SM); 07/07 (jls)

Rev. 07/07
